

CITY OF HELENA



Position Title: Human Resources Specialist

Department: Human Resources

Division: Administration

Grade: 142

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to plan and perform a variety of confidential and complex technical, administrative, accounting, and human resource duties for the Department. The position provides information, direction, and assistance to other departments, outside agencies, employees and the general public. The position administers the City's various Drug and Alcohol Testing and Substance Abuse programs along with the City's hiring process. The position works with internal and external stakeholders to administer each program with the highest level of customer service. The incumbent will also work with the Human Resource Director on process improvement projects and in consultation with employees, managers and unions where applicable. The position is responsible for and participates in a variety of special projects within the department and will perform human resources generalist duties as assigned.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Drug and Alcohol Testing and Substance Abuse Programs

This position administers and serves as the primary resource for oversight and monitoring of the various City Substance Abuse Programs, including FTA, FMCSA and Police. The incumbent ensures policies are up to date and adjusts, writes or re-writes as needed by the City; and ensures policies are strictly adhered to. The position updates relevant employee listings quarterly with third party administer and makes request for random selection to be performed. Upon notification of random lists, this position schedules tests and notifies supervisors. The position is responsible for keeping and maintaining all required records, completing required reporting, preparing applicable accounts payable claims and assisting supervisors in determining post accident or reasonable suspicion testing needs. The position is also responsible for creating and/or providing training to employees and supervisors such as, policy, effects and consequences of drug use, reasonable suspicion and DOT supervisor training.

Recruitment

This position administers the City's applicant tracking system and hiring process. The incumbent assists departments with recruitment and selection of vacant positions; prepares recruitment announcements and ads; screens applications for minimum qualifications; works with supervisors to design recruitment and selection criteria including special questionnaires, exams, and job simulations; reviews departmental screening for consistency and meets with committee to review inconsistencies; assists selection committee in design of interview questions and reviews prior to interviews; serves as a review or interview member when needed or requested; conducts reference checks, criminal history searches and driver's license searches; may sit on final interview panel at request or absence of Human Resource Director; notifies job applicants of non-successful employment; and maintains selection files.

Job Analysis and Compensation

This position works with the Human Resource Director to perform or arranges for the performance of

salary surveys; provides comparison information and analysis to the Human Resource Director for use in labor negotiations and market adjustments; and at Human Resource Director's request, may assist in determining compensation adjustments based on salary surveys, reclassifications and/or new positions. This position also responds to requests for salary information from other entities.

The incumbent also assists managers or supervisor in writing or re-writing position descriptions due to reviews before hiring, reclassifications, position duty changes and/or new positions; and updates and maintains the online job description database.

Human Resource Consultation and Projects

The position will assist in consulting with employees and managers on various human resource issues as required. This requires the use of extensive knowledge of federal and state law, state and City policies, and City HR procedures. The incumbent will participate in planning and policy development with others in the office including revision and maintenance of the Personnel Policy Handbook. The position will support City stakeholders by providing consultation and technical assistance with services including consultation and mediation; grievances and appeals; labor relations; workforce and succession planning; policy development, interpretation and implementation; and meeting regulatory requirements in areas, including but not limited to, FMLA, ADA AA, FLSA and EEO/Affirmative Action. Additionally, may design and coordinate organizational training and improvement interventions that increase the efficiency and effectiveness of the delivery of services and provide developmental opportunities for employees.

This position is also responsible for the design and upkeep of a majority of the HR Department web pages and intranet pages; develops and monitors the main department and civil service budgets with input from department staff on office needs and monitors throughout the year ensuring deposits and payments are correctly allocated/charged to the appropriate funds; and manages and coordinates all aspects of the annual employee appreciation luncheon with assistance from other Human Resource staff, such as secures location, orders/purchases/prepares food, orders longevity gifts, and designs and prepares flyers and programs.

The incumbent participates as a voting member of the MT Firefighter Testing Consortium; attends bi-annual board meetings; acts as secretary if that member is absent; may serve as part of executive board if voted as such; serves as the lead for registration process, maintenance of website and Facebook page; prepares various components for annual testing; and acts as a lead for the check-in and written portion of the testing.

The position will be required to serve as a backup for others in the office regarding issues not limited to performance management, progressive discipline, Family Medical Leave Act, ADA AA, and payroll and benefits administration.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Generally accepted accounting and bookkeeping principles and practices, their application to payroll and budgeting and the analysis and reporting of financial data
- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiations, and personnel information systems
- Principles and practices of office management and payroll/benefits administration; including applicable Federal & State laws, local codes and regulations, and internal policies
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups and measurement of training effects
- Computer operation including intermediate to advanced levels of Microsoft office products, particularly Word, Excel, and PowerPoint

- Arithmetic, algebra, statistics and their applications

Skill or ability to:

- Identify complex problems and review related information to develop and evaluate options and implement solutions; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Exercise good independent judgment, flexibility, creativity and sensitivity in response to changing situations and needs
- Determine how a system should work and how changes in conditions, operations and the environment will affect outcomes
- Understand the implications of new information for both current and future problem-solving and decision-making
- Communicate information and ideas in writing and speaking so other will understand
- Be flexible in managing multiple tasks simultaneously, set priorities and develop and action to accomplish them
- Maintain a high degree of functional ability with the payroll accounting software
- Manage one's own time and be self-motivated and highly productive
- Learn, correctly interpret and stay current with policies, procedures, laws, codes and regulations pertaining to assigned programs and functions
- Perform a full range of difficult and complex technical and administrative payroll and personnel work under minimal supervision
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Quickly learn and implement new software programs

Physical Demands:

The position must have the ability to work in a standard office environment with ability to travel to different locations. The incumbent must have the ability to see, hear, and speak to interact with public and city staff. The job involves work of a general office nature usually performed sitting, such as answering the phone and operation of a computer. The job also involves work of a general office nature usually performed standing, such as operation of a photocopier and a fax machine.

Minimum Qualifications (Education, Experience and Training):

This position prefers a Bachelor's degree in human resources, employee benefits management, public administration, business administration, organizational development, communication or a related field. This position requires three or more years of increasingly responsible job-related work experience in human resources that is made up of recruiting, classifications and job description writing, organizational development, collective bargaining, and at least 2 years of complex payroll with a large employer. Experience in a governmental agency is highly desirable. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

General direction of the Human Resource Director

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.